

13 October 1955

## TRUE COPY

MEMORANDUM FOR: Deputy Director of Central Intelligence

SUBJECT: Junior Officer Trainee Program

1. The immediate problem of providing sufficient vacancies within the Junior Officer Trainee Program to enter on duty trainee candidates to whom commitments have already been made, has been solved by the temporary allocation of the required slots from the unassigned reserve within DD/S. Candidates are being processed without interruption.

2. There are at present twenty-two civilian JOTs assigned to various Agency components for final on-the-job training whom the Office of Training considers are now ready for transfer from the Program to permanent positions. These trainees are assigned as follows:

DD/S	OTR		1
DD/I	OCI	1	
	OGD	1	
	SA-DD/I	<u>1</u>	3
DD/P	EE Division	6	
	NEA "	5	
	FE "	4	
	WE "	1	
	WH "	1	
	TSS	<u>1</u>	<u>18</u>
TOTAL - - - - -			22

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3. The Office of Training reports that all of these trainees are acceptable to the offices with which they are now associated. It is believed that positions will be available to absorb these trainees when the necessary adjustments to the personnel ceiling established by the directive of 18 August 1955, are completed. Furthermore, JOT recruitment during the last three months of each year is normally low and few candidates are expected to enter training between now and January 1956.

4. During 1956 nineteen additional trainees will be ready for permanent assignment - three in the first quarter, ten in the second, five in the third, and one in the fourth. The present positions of these trainees may not necessarily become their permanent assignments but components using their services upon the completion of training should plan to absorb them in accordance with the above schedule. As in the case of the twenty-two trainees now ready for transfer, each individual's capabilities will be carefully considered and permanent assignments made to appropriate positions.

5. To allow for the continued recruitment of new candidates, it is recommended that JOFs, upon completion of their training, should be transferred to permanent positions and the using components should take them on their rosters immediately, even if double slotting is temporarily necessary, such double slotting to be terminated by absorption into the first vacancy of like position and equal grade which occurs within the office of the operating official concerned.

6. The future scope of the JOT Program and the part it can and will play in meeting the professional personnel requirements of the Agency are under study and a long range plan will be submitted.

7. Approval in principle is requested of the recommendation in paragraph 5 above together with discretionary authority to this Office to effect transfers of trainees to permanent positions as vacancies are needed in the JOT Program to continue entering recruits on duty.

(signed)

H. GATES LLOYD  
Assistant Deputy Director  
(Support)

The recommendations contained  
in paragraphs 5 and 7 above  
are hereby approved.

(signed)

cc: D/TRD  
D/Personnel

C. P. CASELL  
Deputy Director of Central Intelligence

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